Colorado Department of Revenue, February 2014

Instructions for Regular Colorado Retail Sales Tax Return for Retail Marijuana Businesses

The state sales tax rate is 2.9 percent. It is the responsibility of business owners/operators to know all state and local tax rates and exemptions that apply to their business. A sales tax return must be filed even when there are no sales for the period. File a "zero" sales tax return to avoid nonfiler notices.
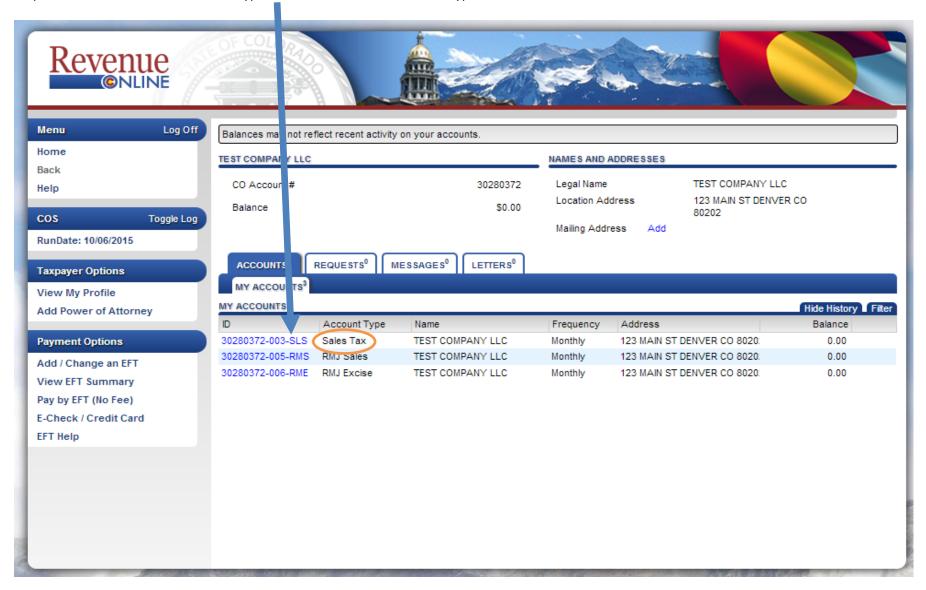
Step 1. To file your retail marijuana sales tax return, go to www.TaxColorado.com Click on the Revenue Online link.

Step 2. Enter Login ID and Password to login to Revenue Online.

Step 3. Click on the Account Number hyperlink for the Sales Tax Account Type.

Step 4. Click on the "File Now" hyperlink for the appropriate filing period.

Step 5. Click on the "File a Sales Tax Return" hyperlink.

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Select A Filing Method

File a Sales Return   - Follow the steps to file a single location sales tax return.

Upload a Spreadsheet or XML File   - Upload a spreadsheet or XML file to submit your return. Spreadsheet filers must be pre-approved. Schemas and other details are available on the Division of Taxation website.

Step 6. Click on the "Enter Site Information" hyperlink.

Step 7. Enter your 12-digit location number in the space provided.
Enter Retail Marijuana sales on line 1a.
Enter sales of other items on 1b.
Enter sales to other licensed dealers on line 2.

Step 8. Click on the "Itemized Deductions" hyperlink.

Branch & Gross Sales

Site (Branch) Sales Information

Site (Branch) ID   Find Branch Locations   30280372-0001

Our records indiciate that this is a medical marijuana site. You only have to file this Retail Sales Tax Return (DR0100) for this site.

1. Gross Sales and Services For this branch only   9,247.00
   Check this box to verify Gross Sales is $0.00 ☐

2a. Sales to Other Licensed Dealers for Resale   0.00

2b. Click Here for Itemized Deductions   0.00   **Edit**

3. Net Sales   9,247.00

OK   **Cancel**

Step 9. Enter your adjustments to Net Sales. When done click on the "I Agree" box and then click on the "Submit" button.

Step 10. Prior to submitting your return, Revenue Online will ask you to re-enter your password. Then click OK.

Step 11. To file a return for another location, select the "File Another Site (Branch)" button and go back to step 6.
If you have completed filing your return(s), select a payment method.

Print Return | **Pay Online** | **File Another Account** | **Pay by EFT (No Fee)** | **File Another Site (Branch)**

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CONFIRMATION

Thank you for using Colorado Revenue Online to submit your return. Your Colorado Sales Tax Return tax return has been received.
Processing your return may take several weeks. Should the Department have any questions about your return, correspondence will be mailed to you.

Do not send your printed return to the Department. Using Colorado Revenue Online completes your Colorado tax filing requirement.
If you would like to view this return in the future, click on the "Requests" tab and then click on the hyperlink for the return in this period.

You must still make payment for any tax due using the choices on the top or bottom of this page.

- Please file returns for ALL sites on this Account/Period before choosing a payment option. This will allow you to make one consolidated payment.
- If making a payment with a payment coupon, please print out the coupon and include it when you make your payment. Do NOT send in a copy of your return with your payment.

Please Note: Businesses with five or more sites can file quickly by XML file or spreadsheet upload. Learn more at our Multiple Location Filer page.

Print Return | **Pay Online** | **File Another Account** | **Pay by EFT (No Fee)** | **File Another Site (Branch)**

Step 12. To make an online payment, Confirm Taxpayer Information and select the "Click to Add/Edit Payments" hyperlink.

Online Tax Payment

Step 1: Confirm Taxpayer Information

First Name _____ MI ___

Last Name or Business Name TEST COMPANY LLC

Step 2: Click to Add/Edit Payments [Edit]

HOT TIP!

Did you receive a bill?

Currently, we accept online bill payments for Individual Income Tax. Bill payments for all other tax types should be mailed to the Department with the Statement of Account payment voucher.

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Cancel

Step 13. Verify and/or edit payment amount and payment type and select the "OK" button.

Revenue ONLINE

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Payment List   ℹ ? ✕

The filing period should be the last day during that filing period.

Example: Individual income tax for 2010 filed annually. The last day for this filing period is December 31, 2010.
Enter: 12/31/2010

Please edit the amounts you wish to pay for each item.

	Account Type	ID Type	ID	Tax Period Ended	Amount Due	Pending Payment	Payment Amount	Payment Type
📋 ✖	Sales Tax	Colorado Account Number	30280372	12/31/2015	336.00	0.00	336.00	Return Payment

OK   Cancel

Cancel

Step 14. Confirm payment amount and select the "Pay Online" button to make an online payment.

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Online Tax Payment

Step 1: Confirm Taxpayer Information

First Name   MI

Last Name or Business Name TEST COMPANY LLC

Step 2: Click to Add/Edit Payments Edit

Step 3: Confirm Payment Amount

Total Amount of Payments   336.00

When you click on the Pay Online button, you will be redirected to the Colorado.gov online tax payment system. If you do not get redirected, please check as it may have opened in another window.

Pay Online

HOT TIP!

Did you receive a bill?

Currently, we accept online bill payments for Individual Income Tax. Bill payments for all other tax types should be mailed to the Department with the Statement of Account payment voucher.

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Internet | Protected Mo

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Step 15. To submit an online payment, select the payment type and enter payment information. The online payment amount will differ from the amount due on the previous screen because online payments include an additional fee.
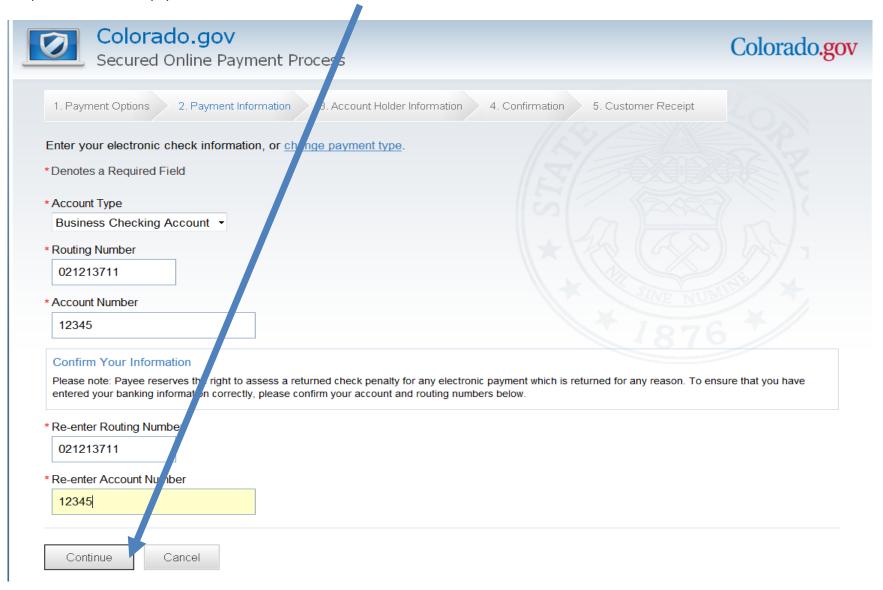- A $0.77 fee and a 2.25% charge will be included for online credit card payments.
- A $1.00 fee will be included for online electronic check payments.

Step 16. Enter account payment information and select "Continue" button.

Colorado.gov
Secured Online Payment Process

Colorado.gov

1. Payment Options   2. Payment Information   3. Account Holder Information   4. Confirmation   5. Customer Receipt

Enter your electronic check information, or change payment type.

*Denotes a Required Field

*Account Type
Business Checking Account

*Routing Number
021213711

*Account Number
12345

Confirm Your Information
Please note: Payee reserves the right to assess a returned check penalty for any electronic payment which is returned for any reason. To ensure that you have entered your banking information correctly, please confirm your account and routing numbers below.

*Re-enter Routing Number
021213711

*Re-enter Account Number
12345

Continue   Cancel

Step 17. Enter billing information and select the "Continue" button at the bottom of the screen.

Step 18. Verify payment information and select the "Agree/Continue" button at the bottom of the screen.

Step 19. To complete your transaction, print your receipt.

Colorado.gov
Secured Online Payment Process

Colorado.gov

1. Payment Options 2. Payment Information 3. Account Holder Information 4. Confirmation 5. Customer Receipt

Customer Receipt

01/31/2014 12:22:00

THE TRANSACTION IS COMPLETE. PLEASE NOTE THAT YOUR PAYMENT IS SUCCESSFUL WHEN YOUR FINANCIAL INSTITUTION RENDERS PAYMENT FOR THIS TRANSACTION.

Please print your receipt for a record of this transaction. The order Identification number is 4272838. Please reference this number in any correspondence regarding this transaction.

Payer Information ?

Test Company llc
1375 sherman street
Denver, CO 80261
US

Phone : 303-205-8211
Email : Joe.doakes@taxman.com

Account Information ?

Routing Number : *******711
Account Number : *****5

Order Summary

Description	Quantity	Total Amount
Colorado.gov Order Total: (Includes price of the item(s) below):		$557.00
Sales Tax Payment	1	

Merchant	Amount
CO Dept. of Revenue	$557.00

The total amount of this transaction is $557.00.

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